

ENTERING AND POSTING INVOICES (AP-REG-1)

FEBRUARY 1999

VERSION (1.0)

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ENTERING AND POSTING INVOICES

OVERVIEW

To enter Accounts Payable Invoices, a batch must first be created to serve as an electronic file folder to store invoices for processing. Each invoice consists of a header and one or more detail lines. The invoice information is partially completed by liquidating a Purchase Order, thus saving on data entry.

After the invoices are entered, the batch must be released and Output Posted for the invoice amounts to appear as actuals in the General Ledger. Before posting to the General Ledger, it is important to print the Invoice Entry Proof List and carefully review for data entry errors. If there is any question about the impact of the invoices on the General Ledger accounts, the General Ledger should also be reviewed.

Checklist for Entering and Posting Invoices

- ☐ 1. Create an invoice batch.
- ☐ 2. Enter invoices into the batch, over a period of time. For each invoice,
 - a) Enter an invoice header.
 - b) Liquidate the Purchase Order, if used.
 - c) Complete the invoice detail.
- ☐ 4. Release the batch (optional).
- ☐ 5. Output-Post the batch, thoroughly reviewing the Invoice Entry/Proof List for errors or discrepancies.
- ☐ 6. Review the impact of invoice entry on the General Ledger (optional).

ADDING AN INVOICE BATCH

A batch is a collection of invoices grouped together for processing purposes. Each batch is identified by a unique number which identifies the batch and the invoices it contains for tracking purposes. A batch number may be up to six digits long and may contain numbers only. The numbering scheme may identify the person creating the batch and/or the date on which the batch was created or other information useful to the district. A batch may be kept open for invoice entry over a span of time before posting to the general ledger, if desired. Once a batch is output-posted to the general ledger, the batch is closed. The batch number may be reused when adding a new batch to begin entering more invoices.

To Add An Invoice Batch ~~Master Table~~, Select:

A) FINANCIALS

D) Accounts Payable Menu

B) Invoice Processing Menu

A)

Invoice Entry/Proof

The following screen (Invoice Batch) is displayed:

Session	Edit	Commands	Settings	Help
INVOICE ENTRY				
Action:	Add-batch	Browse	View-batch	Resume Output-Post ...
Add a new batch of invoices.				
Batch	[]			
Invoice count	[]			
Amount total	[]			
Vendor hash	[]			
Fund	[]			
Cash account	[]	[]		
Effective date	[]			
Year/period	[]	[]		
Warrant	[]			
Due date	[]			

1. Select **Add-Batch** from the Ring Menu. Default information will appear in all fields except Invoice count, Amount total, and Vendor hash which are system-controlled. Warrant is also left blank and must be entered by the user.
2. All default fields may be overridden, but **Fund and Cash account should not be changed**. Enter a unique number in the **Batch** field if a number different from the default is desired. Change the default dates if necessary.
3. Enter a **Warrant** name. Note this name exactly as entered since it is needed for other processes.

NOTE: *Some districts use the warrant name to associate it with specific events (e.g., date of Board meeting.)*

- Press **Enter** through the remaining field or press **ESC**. The batch is added and the Invoice Header screen will automatically display.

NOTE: *MUNIS will automatically maintain the Invoice count and Amount total fields as invoices are entered.*

ENTERING INVOICES INTO THE BATCH

After the batch is added and the Invoice Header screen is displayed (see below), the user may begin entering Invoices into the batch. Each Invoice must contain a header and one or more detail lines.

Session	Edit	Commands	Settings	Help
Add: ESC to ADD, CTRL-P to CANCEL.				
Purchase order, CTRL-N to use previously entered PO Year/No.				
PO Yr/#	[1999]	[]	[]	
Vendor	[]	0	Remit []	[]
Invoice	[]			[]
				[] []
Gross amt	[]		.00	[]
Disc date	[]			Terms []
Discable amt	[]		.00	[.000]
	[]	.00	[]	GL Effective Date [11/18/1998]
	[]	.00		Year/per [1999][5] Liq Meth
[L]			.00	[]
			.00	[]
Net amount	[]			Status [A] Sep check
[N]				Dept/Loc [] Comment
Voucher	[1]			Dir disb/Wire/None [N]
Warrant	[111898]			Check/Wire Number []
Inv date	[11/18/1998]			Check/Wire Date []
Due date	[11/18/1998]			Cash account [10] [6101]
Desc	[]			Alloc [0] Req []

Entering an Invoice Header

- Enter the desired Invoice Header information. Certain fields contain default information as shown above. The most important fields are bolded in the above screen example.

The required fields and the PO field are explained below. (Refer to **Appendix A: Invoice Header** for a description of all the fields.)

Field	Description
PO Yr / #	Optional. If a PO is to be liquidated, enter data in these fields. The current fiscal year will default, but can be overridden. Enter a PO # in the second field. Press F9 or <CTRL><W> to access a list of PO's.
Vendor	Required. Defaults from PO but can be overridden. Press F9 or <CTRL><W> to access a list of vendors.
Invoice	Required. Enter an invoice number or press <CTRL><G> for a system-generated number.
Gross amt	Required. Gross amount of the invoice (same as the amount of the PO to be liquidated).
Inv Date	Required. Enter the date of the invoice. The default is the current date.
Due Date	Required. Enter the date the invoice is due. The default is the current date.
GL Effective Date	Required. Defaults to the current date.
Year/per	Required. Defaults to the year and period of the effective date used above.

2. Once the Invoice Header screen is complete, the system will display one of two screens, depending on whether or not a PO was entered in the first field.

If a PO was not entered, the Invoice Detail screen is displayed. Skip the following sections, continuing with the **Completing The Invoice Detail** section.

If a PO was entered on the Invoice Header, the PO Liquidation screen is displayed. Continue with the following section.

Liquidating a Purchase Order

A PO may be partially or fully liquidated during invoice entry on the PO Liquidation screen (see below). If the invoice completes the PO, follow the instructions **To Fully Liquidate And**

Close A Purchase Order. If the invoice only partially fills the PO, follow the instructions ***To Partially Liquidate A Purchase Order*** below.

- d) Refer to **Appendix B: PO Liquidation Screen Fields** for definitions of the remaining fields.
3. Once all the line items have been completed, press **ESC** to update the PO Liquidation screen.

NOTE: *The invoice amount Total (at the bottom of the screen) must equal the net amount entered on the Invoice Header screen before the PO Liquidation screen can be updated. The net amount appears on the top right of the screen.*

4. Select **Continue** from the Ring Menu. The Invoice Detail screen appears.
5. Continue with the instructions on **Completing the Invoice Detail**, skipping the **To Fully Liquidate And Close A Purchase Order** section below.

To Fully Liquidate And Close A Purchase Order

Complete this section only if the PO is completed by the invoice and the PO should not remain open for future invoicing.

1. Select **Liquidate-close** from the Ring Menu of the PO Liquidation screen.

The information on the PO Liquidation screen is accepted.

The Invoice Detail screen appears.

2. Continue with the instructions **Completing the Invoice Detail** below.

Completing the Invoice Detail

Once a PO has been liquidated or if a PO was not entered on the Invoice Header, the following screen (Invoice Detail) is displayed:

Session	Edit	Commands	Settings	Help
Update: ESC=UPDATE, CTRL-P=CANCEL, CTRL-U=Del Line, CTRL-F/CTRL-B=Scroll.				
GL account org code				
Vendor 000003 ABC SUPPLY INC				
Invoice 990001 Net amount				
150.00				
=====				
==				
Line	Org	Object	Proj	Amount 1099 A PO Bud
R 1	0011075	0610		150.00 N 990001 1

To Complete The Invoice Detail

- If the vendor is not a 1099 vendor, the **1099** field should be left blank.*

- The Invoice Batch screen will be displayed:

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Effective date	[11/18/1998]
Year/period	[1999] [5] NOV
Warrant	[111898]
Due date	[11/18/1998]

7. At this point in AP processing, the user has several options on the Ring Menu from which to select. Some possible options are:

Option	Description
Browse	To review all existing batches.
View-Batch	To review all invoices contained within a batch.
Exit	To exit the Invoice Entry (Batch) screen. Further work on this batch could be resumed later in the day.
Resume	To access the invoice header screen again to add, update, or delete an invoice.
Output-Post	To print a proof listing of all invoices in a batch and post invoice information to the General Ledger. Before checks can be printed, invoices must be Output-Posted.
Warrant-Post	Used to define, output, and update invoices for a desired warrant number. Works like the Output-Post option, except that instead of processing all the invoices in a given batch, it selects all invoices for a given warrant.
L-Release	To mark a batch as released, which notifies a centralized purchasing department that invoices are ready to be Output-Posted.

The L-Release and Output-Post options are discussed in more detail below.

RELEASING AN INVOICE BATCH FOR POSTING

Releasing an invoice batch indicates that all invoices for this batch have been entered, and the next step in invoice processing may be taken. This feature is useful for districts that have divided the duties of invoice entry and output-posting among staff.

The use of this feature is optional because a batch may also be released in the Output-Post process.

To Release A Invoice Batch for Posting (Optional)

1. Select **L-Release** from the Ring Menu of the Invoice Batch screen to mark the batch as ready for posting.
2. Press **Enter** and a message will appear at the bottom of the screen saying, "Batch released."

OUTPUT-POSTING AN INVOICE BATCH TO THE GENERAL LEDGER

The Output-Post Ring Menu option performs two major functions:

- (1) Printing an Invoice Entry/Proof List
- (2) Posting the Invoices to the General Ledger.

To Output-Post An Invoice Batch

1. Select **Output-Post** from the Ring Menu of the Invoice Batch Screen.
2. *If PO's were liquidated (partially or fully)*, enter **Y** at the prompt to include the PO List.
If PO's were not liquidated, enter **N** at the prompt to include the PO List.
3. *If the PO List is included*, a prompt will appear to include the address on the PO List.
This is an optional feature and **Y** or **N** may be entered.
4. The Output window appears as displayed below. Choose to **Print** or **Spool** the Invoice Entry/Proof List.

```
Output:  E
        (P)rint
        (S)pool
        (L)andscape
        (E)xit
```

5. If no errors were detected by MUNIS during the output process, the following window will appear:

```
Options:  Yes      No
No errors detected.
Post invoices?
```

Do not post the invoices until the Invoice Entry/Proof List has been reviewed. If the Invoice Entry/Proof List was printed, you may postpone responding to the message while you review the report, or answer **N** if the report is not available timely. If the report was spooled, answer **N** and exit to a MUNIS menu where you can access the spooled report to display or print.

The Invoice Entry/Proof List reports information about all invoices in the batch. It includes the following sections:

- **PO Receiving Report** which prints information for every purchase order liquidated in the batch, including amounts received and remaining.
- **New Invoices** that prints header and detail information for all new invoices in the batch.

- **Liquid/Invoice Variance** which reports the variance between PO and invoice line items.
- **Account Distribution Summary** that summarizes the allocation of invoice amounts across accounts.
- **General Ledger Journal Entries** which detail the general ledger journal entries created when invoices are posted.

6. Review the Invoice Entry/Proof List, following these guidelines:

- Accounts payable accounts include all the invoice amounts in the batch.
- Expenditures control accounts include all the invoice amounts in the batch.
- Accounts payable and expenditures control accounts should balance.
- Encumbrances accounts should reflect the total PO liquidation amount.
- Reserved for Encumbrances accounts should reflect the total PO liquidation amount.
- Encumbrances and Reserved for Encumbrances accounts should balance.

NOTE: *Reviewing the Invoice Entry/Proof List is a critical step in Invoice Entry/Proof, as it can point to discrepancies created during invoice entry.*

7. If no errors were detected during the Invoice Entry/Proof List review, enter **Y** to post the Invoice batch. If the Post Invoices window is not displayed because you previously responded with an N, select Output-Post from the Ring Menu and repeat the steps until the window displays. Enter **Y** to post the invoices to the General Ledger.
8. If errors (e.g., invalid accounts, missing vendor numbers, etc.) occurred, choose **View-Batch** to find the invoice(s) with the error, make the necessary correction(s), and repeat the **Output-Post** process.
9. Accept the default journal effective date at the prompt.

REVIEWING THE GL AFTER POSTING INVOICES (OPTIONAL)

After the invoices are posted to the General Ledger accounts, the G/L can be reviewed to see if the correct accounts were charged. This ability is useful in the event any questions should arise concerning the G/L accounts.

To Review The G/L Impact Of Invoice Entry, Select:

A) FINANCIALS

A) General Ledger Menu

F) Inquiries & Reports Menu

A)

G/L Account Inquiry

The following screen is displayed:

|

Session	Edit	Commands	Settings	Help
G/L ACCOUNT INQUIRY				
Action:	Find	Next	Prev	Browse
		Output	Exit	Detail
		Months	CFWD	
...				
Query the current database table.				
	[
]			
Org	[Type []	Status [
]			
Object	[1999/05	Rollup [
]			
Project	[
]			
		Fiscal Year 1999	Fiscal Year 1998	Fiscal Year
2000				
Original Budget	[
]			
Transfers - In	[
Transfers - Out	[
CFwd - Budget	[
Revised Budget	[
]			
Actual (Memo)	[
]			
Encumbrances	[
]			
Requisitions	[
]			
Incep to SOY	[
Available	[
]			
Percent used	[
]			

1. Select **Find** from the Ring Menu.
2. Enter the **Org(s)** and **Object(s)** that were charged on the invoices and press **ESC**.
3. Review the following fields:

Field	Description
Org	Ensure that the correct Org Code has been charged.
Object	Ensure that the correct Object Code has been charged.
Project	Ensure that the correct Project, if any, has been charged.
Actual	Check that this amount includes the invoice amount(s). The figure in this

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	column in the expense account shows the actual charge.
--	--

APPENDIX A: INVOICE HEADER FIELDS

Below is a sample Invoice Header screen and an explanation of the fields.

```

Add:  ESC to ADD, CTRL-P to CANCEL.
Purchase order, CTRL-N to use previously entered PO Year/No.

PO Yr/#[1999][ 990001]                [ABC SUPPLY INC
]
Vendor      [      3]  Remit [0]        [ABC BUILDING
]
Invoice     [990001      ]            [MAIN STREET
]
                                           [ANYTOWN              ]
[KY]
Gross amt   [          150.00]        [40000      ]
Disc date   [          ]              Terms [
]
Discable amt [          .00][ .000]
           [          .00] [  ]      GL Effective Date [11/18/1998]
           [          .00]          Year/per [1999][ 5]  Liq Meth
[L]
           [          .00] [  ]      Status   [A]        Sep check
[N]
Net amount   [          150.00]        Dept/Loc [      ]      Comment
[N]

Voucher      [1          ]              Dir disb/Wire/None  [N]
Warrant      [111898  ]              Check/Wire Number   [      ]
Inv date     [11/18/1998]              Check/Wire Date    [
]
Due date     [11/18/1998]              Cash account   [10      ] [6101
]
Desc [SCHOOL SUPPLIES      ]      Alloc   [      0]      Req [
]

```

Field	Description
PO Yr/#	The current fiscal year will default; it can be overridden. Enter a PO # in the second field. Press F9 or <CTRL><W> to access a list of PO's.
Vendor	Required. Defaults from PO but can be overridden. Press F9 or <CTRL><W> to access a list of vendors.
Invoice	Required. Enter an invoice number or press <CTRL><G> for a system-generated number.
Gross amt	Required.

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Field	Description
	Gross amount of the invoice (same as the amount of the PO to be liquidated).
Net amount	System-generated. Reflects the Gross amount field less any discount.
Warrant	Defaults from batch information but can be overridden.
Inv Date	Required. Enter the date of the invoice. The default is the current date.
Due Date	Required. Enter the date the invoice is due. The default is the current date.
Desc	Defaults from PO information.
GL Effective Date	Required. Defaults to the current date.
Year/per	Required. Defaults to the year and period of the effective date used above.

APPENDIX B: PO LIQUIDATION SCREEN FIELDS

Below is a sample PO Liquidation screen and an explanation of all the fields.

```

Action:  Full-Liquidation  Liquidate-close  Modify  Continue  ...
Apply full open quantity and amount of PO for liquidation.

Vendor  000003 ABC SUPPLY INC
Invoice 990001
Net amount 150.00
=====
PO      Yr  Line  Open Qty  Open Amt  Recv Qty  Liq Amount  Inv Amount
990001  99   1      6.0     150.00    .0        .00         .00

Totals = .00 .00
  
```

Field	Description
Net amount	Informational Only. Net amount of invoice (entered on the Invoice Header screen). The total invoice amount (see below) must match this amount before the PO Liquidation screen can be updated.
PO	Informational Only. PO selected for liquidation.
Open Qty	Informational Only. Remaining or "open" quantity left to receive on each PO line item.
Open Amt	Informational Only. Open dollar amount to be received on each PO line item.
Recv Qty	Quantity received for each PO line item.
Liq Amount	Amount that was obligated on the PO to pay for each line item. This field is calculated based on the Recv Qty value, but it can be modified.
Inv Amount	Invoice amount of each PO line item. This field reflects the Liq Amount value, but it can be modified.
Totals	System-calculated. Totals for Liq Amount and Inv Amount . The total inv amount must equal the Net amount before the PO Liquidation screen can be updated.

APPENDIX C: INVOICE ENTRY/PROOF LIST SAMPLE

09/10/1998
14:07:20YOUR DISTRICT
INVOICE ENTRY PROOF LISTPAGE 2
apicdent

CLERK: user10

BATCH: 9910

NEW INVOICES

VENDOR R	NAME	INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
STATUS 'A' INVOICES										
001000 0	FEDERAL GOVERNMENT	991001	991003	170	9910	100.00	.00	.00		
CASH 10	1999/03	INV 09/01/1998	APPR SEP-CHK:N	DISC: .00			9011092 0331		100.00	1099:
ACCT 6101	DEPT 000	DUE 09/10/1998	DESC Tax review							
000006 0	TV CABLE	991002	991002	174	9910	120.00	.00	1,080.00		
CASH 10	1999/03	INV 09/01/1998	APPR SEP-CHK:N	DISC: .00			9011092 0412		120.00	1099:
ACCT 6101	DEPT 000	DUE 09/10/1998	DESC August service							
000008 0	ABC SUPPLY CORPORATI	991003		178	9910	20.00	.00	.00		
CASH 10	1999/03	INV 09/03/1998	APPR SEP-CHK:N	DISC: .00			9011092 0610		20.00	1099:
ACCT 6101	DEPT	DUE 09/10/1998	DESC Pencils							
3 INVOICES						REPORT TOTAL	240.00			

* For each vendor, the notation "1099:" appears. If the vendor has a 1099 code, it is printed after the notation; if the vendor is not a 1099 vendor, the space is left blank.

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14:07:21YOUR DISTRICT
INVOICE ENTRY PROOF LISTPAGE 3
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CLERK: user10

BATCH: 9910

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
1999 03	9011092	1-220-1100-099-30-0331	AUDITING SERVICES	100.00	400.00
	9011092	1-220-1100-099-30-0412	CABLE SERVICE	120.00	300.00
	9011092	1-220-1100-099-30-0610	GENERAL SUPPLIES	20.00	716.36
REPORT TOTALS				240.00	

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14:07:22YOUR DISTRICT
INVOICE ENTRY PROOF LISTPAGE 4
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CLERK: user10

BATCH: 9910

GENERAL LEDGER JOURNAL ENTRIES

	FUND	TITLE	ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	DEBIT	CREDIT
1999 03	164	1	GF	10	7421	ACCOUNTS PAYABLE		240.00
				10	7602	EXPENDITURES CONTROL	240.00	
				10	7603	ENCUMBRANCES		220.00
				10	8753	RESERVED FOR ENCUMBRANCES	220.00	
REPORT TOTALS							460.00	460.00